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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 090

Job vacancy

October 1, 2008

OPEN TO: All Colombian Citizens

POSITION: ACQUISITION SPECIALIST – OFFICE OF
ACQUISITION AND ASSISTANCE (0011857k51)

OPENING DATE: Tuesday, October 1, 2008

CLOSING DATE: Wednesday, October 15, 2008

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC-10 Col. Ps. \$65,000,625.00-
ColPs.\$107,251,029.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante".

SUBMIT APPLICATION TO:

American Embassy
c/o USAID Human Resources Section
Carrera 45 No. 24B-27
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Acquisition Specialist in the Office of Acquisition and Assistance (OAA).

BASIC FUNCTION OF POSITION

This position is located in the Office of Acquisition and Assistance (OAA), USAID/Colombia, Bogotá. The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts and other procurement instruments, negotiating awards, preparing amendments and terminations in support of the efforts of the Mission's Technical Teams: Democracy and Governance, Alternative Development, Internally Displaced Persons, and Demobilization and Reintegration. Serves as a member of the Technical Teams and the Support Team. Participates in Team meetings to assist in planning for procurements to avoid future problems or delays. Reviews and recommends approval or revision of Modified Acquisition and Assistance Requests (MAARDs) and GLAAS requests; reviews or prepares scopes of work (SOW); program descriptions; drafts requests for proposals or quotes; performs cost and price analysis; analyzes the proposals or quotes received; drafts contracts and contract amendments; analyzes contractors' proposed budgets; negotiates contracts and revisions to various contract provisions; writes memoranda of negotiations and prepares other required documentation. Maintains procurement files and records, preparing reports and closing out instruments which have ended.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing Diversity.

A. The Acquisitions Specialist manages the entire acquisitions and assistance process for the Mission's technical teams. Receives, reviews and signs Procurement Requests. Receives MAARDs, GLAAS requests, reviews and recommends approval or modification. Prepares and issues Requests for Quotations (RFQ), Requests for Proposals (RFP) and Requests for Applications (RFA), as appropriate, to obtain services such as long term technical assistance or equipment, frequently involving millions of dollars. After preparing RFPs or RFAs, negotiates contracts ranging from such services as project evaluations contracts to large technical assistance instruments (grants and cooperative agreements). Performs required technical evaluation and cost and price analysis on these. Oversees and/or serves as a member of evaluation panels. Completes technical and cost analysis, and prepares award documentation for signature of the Contracting Officer (CO). Acquisitions and Assistance are related to Mission's Technical Programs: Democracy and Governance, Alternative Development, Internally Displaced Persons, and Demobilization and Reintegration.

B. Administers contracts, grants and cooperative agreements. Provides technical advice regarding contract clauses or standard provisions, procurement policies, etc. to the four technical team members on matters such as waivers, other USAID procurement regulations or related to the length of time required to do a procurement action. Works closely with the Office of the Financial Management (OFM) and the Regional Legal Advisor to resolve issues associated with vouchers, contractor or recipient personnel, home or field office questions. Reviews and recommends approval or disapproval of subcontracts awarded by prime contractors for highly skilled acquisitions and assistance as required by procurement regulations. Negotiates and prepares contract, grant and/or cooperative agreement modifications and oversees the delivery of and payment for goods and services. Processes all acquisitions and assistance instruments in final form using GLAAS, Grants.gov, and Fedbizopps systems.

C. Serves as an active member in the Technical Teams, and the Support Team and provides authoritative advice. Travels to project sites, when feasible, and participates in new development activities such as providing assistance in focus groups and in-depth interviews with customers. Coordinates with Technical Teams to ensure accomplishment of annual acquisition plans. Provides advice to these Teams on contractible statements

of work, program descriptions, determination of the appropriate procurement instrument, such as contracts, grants or cooperative agreements.

D. Monitors various grants, cooperative agreements, contracts and other assistance instruments, audit management issues, including close out and recommends specific action; i.e., de-obligation of funds, quick closeout method, etc. Initiates and completes all required documentation for contract files and coordinates timely adherence by contractor/recipients to required regulations. Arranges pre-award conferences or post-award conferences, informs Team Leaders of their significance and solicits the Teams' support and input.

E. Performs other miscellaneous related duties as assigned, including Contracts Performance Reports, assisting EXO with simplified acquisitions, and contracts close out for Mission Technical Programs.

F. Incorporates the Five Core Values into His/her Work

1. Customer Focus: Identifies and communicates with USAID customers regularly (ideally, in their preferred language); surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.

2. Results Orientation: Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.

3. Empowerment and Accountability: Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.

4. Teamwork and Participation: Contributes to strategic planning, performance monitoring, and major program decisions of the SO team. Demonstrates ownership of the teams' plans, performance, and decisions.

Proactively participates in team processes and activities. Includes other team members, customers and partners and assists in their understanding and participation in teamwork and the team's goals, performance, and decisions. Assumes responsibility for specific results assigned by the team.

5. Valuing Diversity: Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for his/her own actions.

REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

a. Education:

A Bachelor's degree in a relevant field; i.e., law, business administration, finance, marketing, etc. In the absence of a bachelor's degree, three years of progressively responsible, job-related, professional level experience may be substituted with the concurrence of the Executive Office.

Prior Work Experience:

Two to five years of progressively responsible, professional acquisition, management, and/or development assistance experience.

d. Language Proficiency:

Fluency in English (level IV) and Spanish (level IV). Both oral and written is required.

e. Knowledge:

A good knowledge of U.S. and local market pricing customs and practices, and a good knowledge of the capability and reliability of local suppliers, non-profit private voluntary organizations, and for-profit firms.

f. Abilities and Skills:

Demonstrated ability to organize and manage acquisition/assistance actions effectively; ability to apply acquisition/assistance regulations and procedures to individual action; analytical skills required in order to evaluate and summarize all parts of a procurement action and present it in writing and

orally in a clear and concise manner. Ability to deal with mid- and high-level officials of agency, host government, NGOs and the private sector in an effective manner. Must possess advanced computer skills: Microsoft Word, and Excel.

g. **Post Entry Training:**

Training in cost analysis, USG acquisition courses and contract law, grants management, simplify acquisition, GLAAS, grants.gov, fedbizopps, contract administration and CICA when available. Completion of the Federal Acquisition Certification (FAC) courses are mandatory, if not attended prior to entry.

POSITION ELEMENTS

a. Supervision Received:

The Supervisory Contracting Officer exercises first line administrative supervision over the work; however, under the concept of empowerment, the incumbent works with an increasing degree of independence and without detailed guidance, except when there are special priorities or considerations where required by the Contracting Officer.

b. Available Guidelines:

FAR, AIDAR, ADS Series 300 and 500, AAPDs, PEBs, OPAMs, USAID General Notices, FCR, Standardized Regulations, and Mission Notices.

c. Exercise of Judgment:

A high degree of independent judgment is required in the analysis of costs, budgets, financial and other characteristics of prospective contractors and grantees; in deciding what questions need to be asked to Technical Team Leaders and proposed contractors/grantees to ensure achievement of the acquisition objectives of the contract, grant or other assistance agreement.

d. Authority to Make Commitments:

At the full performance level (after training is completed) incumbent has full authority to reach agreement on terms and conditions of any contract, grant or cooperative agreement for which responsibility has been assigned. This includes selection of appropriate instrument type, acceptance of proposed indirect cost rates, recognition of pre-contract costs, agreement on final cost or price, payment provisions, frequency of reporting requirements, etc. These are subject to the final approval of the Contracting Officer.

e. Nature, Level and Purpose of Contacts:

Contacts are established and maintained with mid-level officials of the GOC. Contact is frequent as well at similar levels with NGOs in the U.S. and in Colombia to discuss both specific and general acquisition and assistance issues. Maintains continuous contact with the Controller, the Regional Legal Advisor in Lima and all levels in the USAID/Colombia Mission.

f. Supervision Exercised:

This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties:

Six months

SELECTION CRITERIA

40 points: Demonstrated work experience in progressively responsible, professional acquisition, management, and/or development assistance experience.

30 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills. Demonstrated ability to organize and manage acquisition/assistance action effectively; ability to apply acquisition/assistance regulations and procedures to individual action; analytical skills required in order to evaluate and summarize all parts of a procurement action and present it in writing and orally in a clear and concise manner. Ability to deal with mid-and high-level official of agency, host government, NGO's and the private sector in an effective manner. Must possess advanced computer skills: Microsoft Word, and Excel.

15 points: Evidence of strong English/Spanish written and oral skills. Writing samples will be required of individuals who reach the interview stage.

15 points: Strong technical education background; bachelor's degree in law, business administration, finance, marketing or relevant field.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY, OCTOBER 15, 2008 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

DISTRIBUTION: "BB"